



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



September 9, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**AMENDMENT TO INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER
AGREEMENT WORK ORDER 7E-1293 FOR TECHNICAL CONSULTING SERVICES
FOR THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT'S CUSTODY
AUTOMATION PROJECTS**

This letter is to notify your Board of our intent to request the Internal Services Department (ISD) to extend Information Technology Support Services Master Agreement (ITSSMA) Work Order 7E-1293 with Carr Consulting (Consultant) from December 31, 2010, through December 31, 2012, and add \$396,000 to bring the new project total to \$1,175,000. In accordance with the ITSSMA guidelines, prior Board notice is required for projects that exceed \$300,000.

BACKGROUND

The Los Angeles Sheriff's Department (Department) has undertaken a multi-year initiative to improve information technology support to its Custody Division. Several system projects have already been developed and placed into production. However, there are major projects still under development including, but not limited to, the remaining phases of the Jail Information Management System (JIMS), enhancements to the Jail Health Information System (JHIS), Video Visitation project, Los Angeles County Offender Monitoring System (LACOMS), and the Real-Time Locator System (RTLS). All of these new and enhanced systems are planned for continued development during the 2010-2012 time period.

JIMS is a mission critical application to replace the 30-year-old antiquated mainframe system, Automated Justice Information System (AJIS). This system handles the booking of arrestees for all law enforcement agencies in Los Angeles County (County)

A Tradition of Service

and also supports inmate management for the Department. Phase 2a of JIMS is under development during 2010-2011 and Phase 2b is planned for development during the 2011-2012 time frame.

JHIS has been successfully implemented and is in full production. However, several major enhancement projects are planned to further improve the delivery of health care services to the inmate population. The other systems identified, LACOMS, RTLS, and Video Visitation are custody priority applications in the project initiation stage. All involve the use of Commercial-Off-The-Shelf (COTS) application software packages that will be procured through a competitive bid process.

This ITSSMA Work Order provides for continued technical consulting services on a time and materials basis in the planning, defining, designing, and monitoring of the development and implementation of these critical custody applications during the remainder of 2010 and throughout 2011 and 2012. The JIMS Phase 2 application is large and complex and will require several years to fully implement. However, the Department will phase out this ITSSMA Work Order after the completion of this amendment. If any additional external resources are required for technical support of the referenced custody projects, the Department will request approval of a services contract from your Board.

SCOPE OF WORK

There is the continued need for specialized expertise and technical consulting services to support the development of these complex applications. The Consultant will assist in the documentation of business problems and the development of solicitation documents such as Requests for Information (RFIs), Requests for Proposals (RFPs), Invitations for Bid (IFBs), and amendments to existing vendor agreements. Additionally, the Consultant will support strategic planning, software acquisition, contract negotiations, application and technical architecture development, quality assurance, and implementation of these jail systems. Major tasks to be accomplished under the amended work order include:

- **Project initiation and software acquisition** - Assist in the preparation of RFPs, RFIs, IFBs and other solicitation documents in support of the acquisition of hardware, software, and services for Custody Automation projects.
- **Application and technical architecture definition** - Assist the Department in the development of application and technical architecture for the jail projects, including hardware, software, and network requirements, to support project development and implementation. In coordination with the vendors and the Department's Data Systems Bureau (DSB) staff, evaluation of hardware and software alternatives is conducted as a component of this task.

JUSTIFICATION

The Custody Automation projects are complex and require specialized external resources with knowledge and skills to augment the Department's technical capabilities. The Consultant provides technical expertise in the target computing environment and extensive experience with jail and other criminal justice systems at the local, State, and Federal levels. This outside resource is important to ensure that these projects, as identified in the Business Automation Plan, result in more comprehensive and effective jail information systems, all of which reduce risk and liability to the County. The Consultant has the appropriate expertise to assist with the Custody Automation projects earmarked for development in 2010-2012. External expertise is required to provide project planning, identify user requirements, define technical architecture, and prepare procurement documents in relation to the justice system projects previously mentioned.

The Chief Information Officer will work with the ITSSMA Consultant and DSB to plan for knowledge transfer and training of the Department's staff to begin phasing out their reliance on ITSSMA contractors in future years. The Consultant provides the Department with a combination of over 25 years of information technology expertise, criminal justice business expertise on a national level including extensive background in jail systems, and an understanding of the Department's operations and software acquisition processes. The specific steps to be taken as part of the transition strategy to minimize the future need for this specialized external expertise are three-fold: (1) a more pro-active mentoring of existing senior DSB staff, (2) creating a new position for a senior information technology staff member to support custody technology initiatives, and (3) mentoring of senior staff in Custody Division in business requirements analysis and procurement/contracting processes for technology projects.

This Amendment allows for a maximum of 3,300 additional hours on a time and materials basis to provide the necessary technical consulting services for the remainder of 2010 and the following two years under the auspices of the Department's project director. It will extend the Work Orders through the 2012 calendar year. As stated above, no additional ITSSMA Work Orders will be requested or awarded for work-related to any of these projects.

FISCAL IMPACT

The Consultant hourly rate will remain the same through the Amendment period. The additional funds of \$396,000, combined with the prior amount of \$779,000, create a new total maximum project amount of \$1,175,000, which is within the scope of the Department's Business Automation Plan, and is included in the Department's Fiscal Year 2010-2011 budget.

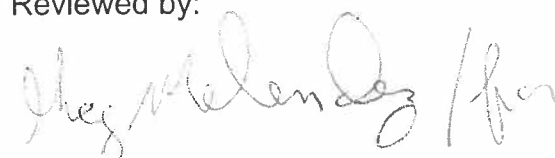
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There is a two-week time frame from the date of this notice for Board review and comment. If none is received, the Department will notify the Internal Services Department to proceed with the Amendment. If there are any questions regarding this matter, please contact Lieutenant Rick Myers at (562) 345-4188.

Sincerely,

Reviewed by:


LEROY D. BACA
SHERIFF


RICHARD SANCHEZ
CHIEF INFORMATION OFFICER